



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 36607

POSITION TITLE: SENIOR COURT ANALYST **JG: 21**

LOCATION: BRONX COUNTY CLERK'S OFFICE

BASE SALARY: \$76,112 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Court Analyst title; **or** Bachelor's degree from an accredited college or university and two (2) years of relevant experience; **or** Master's degree in Public or Business Administration from an accredited college or university and one (1) year of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision, Senior Court Analysts work individually or as team leaders, on projects that involve research and confidential analysis, planning and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Senior Court Analysts supervise Junior Court Analysts and Court Analysts assigned to field or research projects of narrow scope.

ASSIGNMENT: The Bronx County Clerk's Office seeks an experienced professional to serve as Outreach Coordinator. This key role is responsible for developing, implementing, and managing outreach initiatives to inform, engage, and serve the Bronx's diverse communities about Clerk services and jury responsibilities. The Outreach Coordinator will strengthen civic engagement, promote accessible services, and enhance the connection between the Clerk's Office, and the public.

Key Responsibilities include but are not limited to:

- Manage an outreach team in coordination with the Executive Staff.
- Establish Community relationships and partnerships.
- Develop and execute comprehensive outreach strategies to increase public awareness of The Bronx County Clerk services.
- Lead educational campaigns and community programs to inform residents about jury service, eligibility, and the importance of civic participation.
- Serve as the primary liaison between the County Clerk's Office, community organizations, local government agencies, and the public.
- Represent the Commissioner at community events, workshops, and informational sessions, including evenings and occasional weekends.
- Create and distribute outreach materials, including brochures, presentations, social media content, and press releases, tailored to diverse audiences.
- Create and update databases
- Monitor and evaluate outreach program effectiveness, collect and interpret data, and prepare regular reports on community engagement, participation rates, and feedback.
- Collaborate with internal departments to ensure consistent messaging and to identify opportunities for improved public service delivery.
- Address public inquiries, ensuring timely and accurate responses.
- Utilize press and social media platforms to increase office engagement and public awareness.

Staff and Project management, outreach and community engagement experience, strong analytical skills with the ability to collect, analyze, and report data using Excel and other tools, proficiency in Microsoft Office Suite, press and social media platforms, exceptional verbal and written communication skills, with the ability to present information to large groups are all preferred.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications must submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a cover letter and resume by email to bxchr@nycourts.gov or by mail to:

Honorable Ischia Bravo
Commissioner of Jurors/Bronx County Clerk
851 Grand Concourse, Room 118
Bronx, NY 10451

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: May 19, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 16, 2026

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